

Minutes of the  
48<sup>th</sup> Faculty Senate Meeting  
on  
Wednesday, October 06, 2021  
prepared by  
Alexander W. Taylor  
Faculty Senate Secretary

**Attendance:**

All present and accounted for with the following exceptions:

- Robert Arndt – Richard Toomey substituted
- Renee Adebile – Shih-Hsien Chuang substituted

Meeting Called to order at 1531 by President Adam

An agendum modification for a visit from Dr. Wilmes and Lt Cullins was approved

Last meetings (9/15/2021) minutes were approved (18-0-1)

**Provost's Report**

- Discussed committee for the shaping of next Academic Calendar
- Discussed need for three Graduation Ceremonies for Fall Commencement (tentatively planned for 9:30 AM, 2:00 PM and 6:30 PM on 12/10/21)
- Building Maintenance updates
  - Lamkin should be finished by 11/01/2021
  - Houston Center in progress, should be available by next semester
- Update on the employment of Huron to develop an Enrollment Strategic Plan
  - Will look at marketing
  - Will examine match of academic programs to enrollment
- Faculty Research Grants will soon be available
- No Questions for Dr. Hooyman

**COVID Update** by Wilens and Cullin

- 29 new cases in Nodaway County (5 of which are NW-related)
- 7 active cases at NW (31 active in county with 5 hospitalizations)
- 57% of students are reporting as vaccinated
- 67% of employees are reporting as vaccinated (48% reported for state)
- Open up for questions
  - Cases/Mortality rates appear to be dropping
  - Some evidence that Moderna gives better protection
  - Questions about whether having COVID along with vaccine achieves better immunity
    - Answer: there is still much uncertainty to length of protection from having illness and the strength of the immunity
  - Question about whether effects of vaccination if younger population already had COVID

- Answer: I didn't really hear one...
- Comments about comparison of NW with other schools
  - Some Private schools are mandating vaccination – they are reporting much higher Vaccination rates (90%+)
  - NW is in the middle (upper middle?) of the pack to other schools in Missouri (wrt vaccination rates)
- We have not yet met the threshold for relaxing masking mandate
- State institutions are not bound by recent vaccination mandate via OSHA
- Side effects of a booster shot (i.e., Third Pfizer) are equivalent to the second shot
- Eligibility criteria for a booster (Pfizer only)
  - 6 months post second vaccination
  - Over 65
  - High-risk medical conditions
  - Frontline (Medical professionals and non-collegiate educators)
- Questions about Quarantine Facility
  - Students sent to if they test positive and are symptomatic
- Question about international students and faculty/staff – What are their options if they received an alternative vaccine (non- Pfizer, Moderna, Johnson&Johnson – example cited was COVIDShield) – No definitive answer heard.
- Question about how faculty notified about students in isolation or quarantine – Deferred but answered in subsequent 10/6/21 email to Peter Adam: “Faculty will receive student quarantine/isolation notifications by email along with access to which students are in quarantine/isolation in the NW360 system. The email will originate from Evan Rand or NW Contract Tracer.”

#### Presidents Report

- COVID numbers good – all down
  - 57% students and 67% faculty/staff vaccinated
- On the Health Insurance issue (Crisis?) no decision to date (Note: Guidance was passed onto the University employees 10/07/21)
- Commencement (announced by Provost)
  - Each ceremony will be capped at 225 (usually 300)
- Evaluation Task Force
  - John Gallaher + M. Steiner + 1 School + 1 CAS + 2 dir/chair
  - Look at process of chair and director evaluations of faculty
    - value of service?
    - professional advising model vs regular (historic) model
    - internal vs external review process
    - Question: what is difference. An external entity may review tenure recommendations
    - Comment – external review for tenure (Voss suggested)
  - HR is look at 360 degree reviews of upper-echelon staff
- Membership of Calendar task force elected and are starting meetings
- Research Committee will be sending out the Call for Proposals (RFP?) within the next week.
  - \$25K ear-marked
  - Reminder of New Ethics training requirement for Human and Animal Subjects

#### Committee Reports

- Academic Petitions (Mike Miller)
  - Met on 9/24/21 – they heard 8 petitions

- Academic Appeals (Ajay Bandi)
  - Have not met yet
- Curriculum and Degree Requirements (Trevor Meyer)
  - Met 10/03/21
  - Deadline for consideration of proposals is 1 week prior to next meeting (at 1700)
  - Keep in mind that changing course numbers has numerous follow-on effects – please use with caution
- Designated Curricular Matters (Jennifer Wall)
  - Met on 9/23/21
  - Heard and approved three proposals
  - They will start discussing the future of interdisciplinary course next month. Deadline for submission of opinions and comments is 11/04/21
  - Working on adding descriptors for the NW Online rubrics
- Assessment (Robert Voss)
  - Next meeting is 10/11/21
  - Currently discussing Course Outcomes
- Faculty Welfare (John Gallaher)
  - Meeting on 10/05/21 – nothing to report
- Budget and Finance (Matt Symonds)
  - Met on 9/24/21
  - Were joined by Hooyman and Carrick. Went through a Budget 101 tutorial. Two documents were generated – an explanatory powerpoint file, and a zoom recording of the meeting. Both are available for the asking
  - The committee has been asked to be involved in discussions regarding the Salary Matrix this year
- Teaching and Learning (Alice Foose) (some information below was not discussed, but rather provided as a text file to Secretary Taylor)
  - The teaching & Learning committee (T&LC) continues to collect areas that need training from CITE, NW360, etc. As requests are made they have been passed on to those who are creating trainings and the “tips” we get in our email. Whenever possible, the originator gets the outcome ASAP. Currently, we are working on a more detailed report to publish for all.
  - A subcommittee representing both school and teaching staff discussed and proposed a more efficient “boiler plate” for the syllabus which divides course specific information from university wide-policy. This has been forwarded.
  - Met with Allison Hoffman & Leslie Chandler on tutoring/ SI practices 9/15/21. Working on quick 1 page handout with services as a reminder of what is available. This will be attached to the minutes (or the next faculty senate agenda).
    - Met with Will Sabio 9/22/21 to follow up on new best practices with accommodations; procedure to ensure security of proctored exams
      - Upon request to understand the proctoring process all faculty were sent at the beginning of the semester a green laminated card with the process. Contact Will Sabio if you need more.
      - No exam is proctored without the confirmation of the instructor and checking specifications with instructor e.g, exam to be given on a specific day, specific format and directions (computer with respondus, written/ paper, etc.
      - Strict testing protocols followed including student surrender backpacks, phones, ear pieces, baseball hats, etc.
      - Proctors monitor by walking round and checking on students during test
      - Computers exams are with lock-down browser, etc.
      - Exams are returned to professor as specified by the instructor.

- Confirmation student has an updated accommodation (updated yearly; ADA allows for 1/ semester or 1/ year updates)
- Documentation for accommodations are updated each year. This ensures the most accurate accommodations are provided; that the accommodation is still needed, & that someone who does not have a disability tries to work the system
- Accommodation start when the letter is given to the instructor (not before and the letter is not to be retroactive). It is the responsibility of the student to provide the updated accommodation letter to the instructor.
- There have been no reports/ complaints of academic violations of integrity with these practices
- Any questions about processes or concerns, Will Sabio would be glad to address/ & explain practices & processes.
- Discussion and requests to look into ability of instructors to schedule exams for students with accommodations. This is request of instructors to make their job easier. Can we get this process in writing to be consistent/ equitable?
- Question about if students fail to arrange for accommodations prior to event, can we handle independently – report of conflicting guidance on this. The answer is likely yes, we can handle, if we so choose, but are under no obligation to do so. It is the student's responsibility to handle the requests in a timely manner.
- Legislative Committee (Brett Chloupek)
  - No report
- COTE, Graduate Council, Research, IRB, Animal Welfare, University Seminar
  - IRB has published update guidelines involving research with human subjects.
  - Document was attached to meeting invite, but can also be found at <https://www.nwmissouri.edu/fsenate/irb/index.htm>

### Old Business

- Memorial Fund for Roger Von Holzen
  - Bernie and Katie Meyers (\$500 needed)
  - Possibility of donation from Faculty Senate Foundation Funds
  - A poll (not an official vote) was taken to get a feeling for the appropriate donation amount
    - (\$0, \$50, \$100, \$200) - majority went with \$100.
  - Proposal will be amended for the next faculty Senate meeting

### Proposals

ID	Initiator	Proposal	Type	Name	Notes
1	Joy L. Daggs	121-29-03	Change Program	<a href="#">Communication Major, 36-60 hours: B.S.</a>	
2	Joy L. Daggs	121-29-04	Change Program	<a href="#">Communication Major, 33-54 hours: B.A.</a>	
3	Brooke McAtee	221-01-01	New Program	<a href="#">Nursing Administration Certificate</a>	
4	Brooke McAtee	221-01-02	New Program	<a href="#">Nurse Educator Certificate</a>	
5	Jeffry Thornsberry	221-04-01	New Program	<a href="#">Echocardiographic Sciences Completion Degree Program, 72 hours: B.S. - No Minor Required</a>	
6	Jeffry Thornsberry	221-04-02	New Program	<a href="#">Sonographic Sciences Completion Degree Program, 72 Hours: B.S. - No Minor Required</a>	
7	Michael Hobbs	221-10-01	Change Course	<a href="#">ENGL 10226 Modern and Contemporary World Literature</a>	
8	Justin Hoffmeier	221-17-02	New Course	<a href="#">MATH 605 Abstract Algebra</a>	
9	Robert Pippin	221-19-02	Course Deletion	<a href="#">MUS 19118 Orchestra</a>	
10	Robert Pippin	221-19-03	Course Deletion	<a href="#">MUS 19119 Orchestra Activity</a>	
11	Debra Brown	221-19-04	Course Deletion	<a href="#">MUS 19141 Basic Guitar</a>	
12	Terry Long	221-22-01	New Course	<a href="#">HPER 22-331 Introduction to Officiating</a>	
13	Terry Long	221-22-02	Change Course	<a href="#">HPER 22334 Theory and Administration of Coaching</a>	
14	Terry Long	221-22-03	Change Program	<a href="#">Coaching Minor, 24 hours</a>	
15	Rhonda Beemer	221-22-04	Change Course	<a href="#">HPER 22223 Introduction in Health Science and Wellness Professions</a>	
16	Rhonda Beemer	221-22-07	Change Course	<a href="#">HPER 22332 Physiology of Exercise</a>	
17	Chi Lo Lim/Benjamin Blackford	221-54-01	New Program	<a href="#">MBA-GIS</a>	

18	Araceli Hernandez	221-54-02	New Course	<a href="#">MGMT 54324 Organizational Training and Development</a>	
19	Araceli Hernandez	221-54-03	New Course	<a href="#">MGMT 54325 Employee and Labor Relations</a>	
20	Araceli Hernandez	221-54-04	New Course	<a href="#">MGMT 54323 International Human Resource Management</a>	
21	Araceli Hernandez	221-54-05	Change Program	<a href="#">Human Resource Management Comprehensive Major. 75 hours: B.S.—No Minor Required</a>	
22	Rochelle Hiatt	221-68-01	New Course	<a href="#">SCGD 68-631 Practicum in K-12 School Counseling</a>	

- Voting proceeded in 10 item increments to get through more quickly
- Items 1-10 Motion to vote approved and seconded
  - None were requested to be set aside for discussion
  - Vote: 19-0-0 all of items 1-10 (in the above table passed)
- Items 11-20
  - Item 221-22-02 a request for discussion was made
    - Course (as per material provided) does not appear to be a “Theory” course, but rather practicum. Is this course mis-titled?
    - T. Meyer comments that the concept of course is a non-sport specific (sport-agnostic?) review of coaching concepts, and as such might be considered to be more theoretical in nature.
  - Vote: 19-0-0 for all except for 221-22-02 – which was 17-1-1 (All passed)
- Items 21-22
  - No request for discussion
  - Vote 19-0-0 – (both passed)
- There was a request to include more information in the voting tool, rather than just the proposal number – to be implemented next senate meeting.

### **New Business**

- Change to Academic Integrity policy
  - Appears to be a change in Policy (from last year)
    - Provost asked us to vote on a change to policy (in response to students uploading exams to a repository)
    - Senate maintains that this is an item for the Academic Integrity Panel
    - Call for vote that this needs to be transferred to AI Panel – passed unanimously without comments
- Policy Library
  - A request was made to define the rules surrounding policy changes
  - Senate was provided with a flowchart rather than a document of procedures.
    - Flowchart did not meet criteria for proper flowcharting technique (randomly assigned chart elements)
    - We were expecting a legal document – the flowchart insinuated that there are workarounds for policy changes not involving Faculty Senate Input
    - Senate suggests there needs to be a definitive demarcation between HR issues and academic issues
    - The chart does not resolve the Senate’s primary issue – that the NW Legal department can change policy without our input.
- Letter to Board of Regents (BoR)
  - BoR is planning on meeting to discuss the plan for the search
  - BoR by-laws indicate that faulty input is required, but the mechanism of the input is unclear
  - Provost worries that an official letter to the BoR could be problematic at this time due to the timing of the request, transparency of the process and overall comfort levels
  - An announcement is anticipated at the next BoR meeting (10/29/21)

- Dr. Adam has written a draft of a letter to intimate our concern with being involved in the selection process of any upper-echelon administrative positions
- It is currently unknown where the BoR is in the process
- A question was put out to the Senate as to whether we should forward said letter, or wait until after BoR meeting
- A third option was discussed – having Dr. Hooyman act as our advocate, and quietly voice our concerns with amenable board members
- General consensus was option 3 (Dr. Hooyman as advocate)

## New Proposals

ID	Initiator	Proposal	Type	Name	Notes
1	Jim Campbell	121-04-01	Change Program	<a href="#">Data Sciences and Informatics Comprehensive Major- Molecular Biology Emphasis, 84 hours: B.S.—No Minor Required</a>	9/21/21
2	Ashley D. Black	121-10-01	Change Course	<a href="#">ENGL 10699 Thesis</a>	9/21/21
3	Blackford/Lim	121-54-01	Change Program	<a href="#">MBA General Emphasis</a>	9/21/21
4	Blackford/Lim	121-54-02	Change Program	<a href="#">MBA Human Resource Management Emphasis</a>	9/21/21
5	Blackford/Lim	121-54-03	Change Program	<a href="#">MBA Management Emphasis</a>	9/21/21
6	Blackford/Lim	121-54-04	Change Program	<a href="#">MBA Business Analytics</a>	9/21/21
7	Blackford/Lim	121-54-05	Change Program	<a href="#">MBA General Emphasis</a>	9/21/21
8	Blackford/Lim	121-54-06	Change Program	<a href="#">MBA Human Resource Management Emphasis</a>	9/21/21
9	Blackford/Lim	121-54-07	Change Program	<a href="#">MBA Management Emphasis</a>	9/21/21
10	Blackford/Lim	121-54-08	Change Program	<a href="#">MBA Business Analytics</a>	9/21/21
11	Blackford/Lim	121-55-01	Change Program	<a href="#">MBA Marketing Emphasis</a>	9/21/21
12	Blackford/Lim	121-55-02	Change Program	<a href="#">MBA Marketing Emphasis</a>	9/21/21
13	Sue Wood	121-62-01	Change Course	<a href="#">EDCI 62456 Practicum and Seminar in Elementary School Reading</a>	9/21/21
14	Jeff Thornsberry	221-04-03	Change Program	<a href="#">Radiologic Sciences Completion Degree Program, 73 hours: B.S.—No Minor Required</a>	9/21/21
15	Heather Hill	221-10-03	New Course	<a href="#">ENGL 570 Advanced Studies in Writing and Rhetoric</a>	9/21/21
16	Heather Hill	221-10-04	Change Course	<a href="#">ENGL 10501 Writing and Pedagogy</a>	9/21/21
17	Justin Hoffmeier	221-17-04	Change Program	<a href="#">Mathematics M.S.</a>	9/21/21
18	Debra Brown	221-19-05	Course Deletion	<a href="#">MUS 19380 Music in the Elementary School</a>	9/21/21
19	Debra Brown	221-19-06	Course Deletion	<a href="#">MUS 19235 Intersections in the Arts</a>	9/21/21
20	William Richardson	221-19-07	Change Program	<a href="#">Music Comprehensive Major, 44 hours: B.A.—No Minor Required</a>	9/21/21
21	Ben Blackford	221-55-01	Change Course	<a href="#">MKTG 55437 International Marketing</a>	9/9/21
22	Nissa Ingraham	221-61-01	New Program	<a href="#">Educational Diagnostician, EdS</a>	9/21/21
23	Nissa Ingraham and Linda Smith	221-61-02	Change Program	<a href="#">Education B.S., Secondary Program (Certifies Grades 9-12)</a>	9/21/21
24	Nissa Ingraham and Linda Smith	221-61-03	Change Program	<a href="#">Education B.S., Elementary-Secondary Program (K-12 Certification)</a>	9/21/21
25	Sara Taylor and Nissa Ingraham	221-61-04	New Course	<a href="#">EDUC 61-791 Educational Psychology for the Educational Diagnostician</a>	9/21/21
26	Nissa Ingraham and Sara Taylor	221-62-09	New Course	<a href="#">EDCI 62-691 Educational Psychology for the Educational Diagnostician</a>	9/21/21
27	Nissa Ingraham	221-62-10	New Program	<a href="#">Educational Diagnostician with School Psychological Examiner Certification, M.S.Ed.</a>	9/21/21
28	Nissa Ingraham and Linda Smith	221-62-15	Change Program	<a href="#">Middle School Major, 40-42 hours: B.S.Ed. degree—Certifiable Subject Field Required</a>	9/21/21
29	Rochelle Hiatt	221-68-02	Change Program	<a href="#">Master of Science in Education: School Counseling</a>	9/21/21

- As before, voting in 10 unit increments
- Items 1-10
  - No discussion requested
  - Item 121-54-05 18-1-0, (Passed)
  - All others 19-0-0 (Passed)

- Items 11-20
  - No discussion requested
  - Items 121-62-01 18-1-0 (Passed)
  - Item 221-19-06 18-1-0 (Passed)
  - All others 19-0-0 (Passed)
- Items 21-29
  - Request for discussion on proposals 221-61-04 and 221-62-09
    - Syllabi were sparse and appeared to be in a 1<sup>st</sup> draft state. Not enough detail
    - Discussion ensued as to what the minimum submission for consideration should be – Does there even need to be a syllabus?
    - Motion to table these two items until a complete syllabus can be provided
    - Vote 15-3-0 – (passed) to table these two and remove from voting block
  - Vote on the other items within 21-29 18-0-0 (Passed)

#### **Items from the Floor**

- Contact Rhonda Beemer if you run into any problems with advising student athletes
- Request that Add Form in Dynamic Forms have a field for qualifying the reason for adding a course (The field used to be there, but it has been replaced with a place to upload a document. Both the field and the option to upload a document should be available.)
- No Zoom door prizes were awarded

**Meeting adjourned at 1730**